

# SHARP

Cloud Portal Office

Optimised  
Workflow



CLOUD PORTAL OFFICE

CLOUD BASED  
DOCUMENT MANAGEMENT

Optimising your document processes can increase your efficiency by up to 30% **/This is Why** small businesses use Cloud Portal Office to drive profitable growth.

# The more you know, the better you perform /This is Why Cloud Portal Office puts all your information at your fingertips.

Welcome to Cloud Portal Office – our award-winning cloud-based document management system that lets you capture, store, manage, share and retrieve all of your business documents safely and securely.

Affordable, scalable and easy to use, Cloud Portable Office gives small- to medium-sized businesses an enterprise-class document management solution that optimises workflows to:

- Drive growth
- Improve efficiency
- Reduce costs

### Optimised workflow

Cloud Portal Office maintains a structured, up-to-the-minute repository of all of your business documents, whether they were created digitally or scanned from hard copy. Use it for storing information about your products, services, customers, markets, competitors, contracts, accounting data, marketing campaigns, or anything else.

But Cloud Portal Office isn't just for storing documents. Think of it as a powerful and versatile information hub. Every authorised team member enjoys anytime/anywhere access to everything they need for effective decision-making and effortless collaboration.

How do you retrieve your information? Any way you want to! All you need is a valid user subscription and any web-enabled device such as a PC, laptop, tablet, smartphone, Sharp MFP or, for team meetings, our BIG PAD interactive flat panel display. Collaborate in person or remotely, one-on-one or one-to-many; anything's possible.

What's more, Cloud Portal Office is fully integrated with our popular range of Optimised Workflow Solutions for class-leading office productivity in all types of organisations.



Sharp Corporation  
**Cloud Portal Office v1.0**  
Outstanding Achievement in Innovation



Optimised  
Workflow



# Wasted time is lost productivity /This is Why top performers prefer Cloud Portal Office.

Research firm Gartner has reported that most workers can spend up to 30% of their time looking for information. That's ten or eleven hours of productivity lost every working week by every single employee, caused by unstructured data and documents being filed in highly distributed, isolated and poorly indexed document storage systems.

Thanks to its advanced indexing capabilities, Cloud Portal Office restores business-wide productivity by giving your entire team the ability to organise, find, retrieve and share the latest version of every document.

It starts with powerful indexing. When storing or scanning documents you'll be prompted to select a description from a drop down menu, such as 'invoice', 'purchase order' or 'customer name'. And, of course, you can configure up to five custom index fields, and set them as optional or required.

Documents which are missing required index information will be marked with a clear warning icon, prompting rapid correction. And that's where the built-in Document Viewer comes in handy.

Document Viewer lets you preview a document in the application window without downloading it. As well as visually confirming the document version, you can quickly add or correct indexing information.

With Cloud Portal Office there are never any doubts, there's no confusion and nothing is misplaced. Just instant, online access to every document you need, wherever you happen to be and however you prefer to work.

### Reduced operational costs

Cloud Portal Office reduces operational costs, too. A greater use of digital documents means less printing, less paper and fewer filing cabinets, and because everything is stored securely in the cloud you can eliminate off-site document archives and expensive disaster recovery services.

What's more, because Cloud Portal Office is provided as 'Software as a Service', there's no need for any upfront capital investment and no need to replace servers or buy additional ones.

ON AVERAGE A COMPANY SPENDS  
6% OF ITS REVENUE MANAGING  
DOCUMENTS. (INFOTRENDS)



## Information feeds success /This is Why your team should connect with Cloud Portal Office.

The first step towards driving profitable growth is hiring the brightest talent you can find. The second is giving them all the information they need to make the best decisions for your business. And that's why you need Cloud Portal Office.

Cloud Portal Office lets you move away from a fragmented, highly distributed document environment to a secure, centralised data repository. It means your staff will spend far less time looking for information and much more time putting it to good use.

Data is uploaded by saving files straight to the cloud repository or by scanning documents from a Sharp MFP. By prompting users to add descriptive metadata, Cloud Portal Office builds a robust and efficient index for quick and easy file retrieval. A full text search capability is also included.

### Fact-based decisions

Anytime/anywhere access to business-critical information enables better decision-making for faster growth and an ability to react much more quickly to market changes and emerging opportunities. The natural result is profitable growth.

That growth is sustainable, too. Because your team is better informed and more productive there is a low financial risk and less strain on your budget.

SOME STUDIES HAVE  
SHOWN THAT AS MUCH AS  
80% OF BUSINESS DATA  
IS UNSTRUCTURED.



## Lower costs drive greater profits /This is Why Cloud Portal Office puts you in control.

By using a Sharp MFP to scan invoices and other paper documents into Cloud Portal Office, manual document processing can be streamlined to improve productivity and accuracy as well as providing easy access to stored content. But that's just the start.

### A solution that grows with your business

Because Cloud Portal Office is scalable, you only have to purchase the number of subscriptions you need at the time and you never waste money on unused subscriptions.

If someone no longer needs to use Cloud Portal Office, you can simply cancel the subscription and stop billing\*. If you need more subscriptions, you can simply order more. Subscriptions are under your sole control at all times and can be managed through a secure web page.

Cloud Portal Office can scale from an invaluable workgroup tool to an enterprise-wide global information system. Start small or think big – it's your choice.

### Dependable security

If you care about maintaining security you'll be reassured that the servers we use to store your data are located only in Europe, in line with EU data protection requirements.

Cloud Portal Office is built for business providing the ability for organisations to maintain control over their intellectual property by managing user access through the Subscription Manager. All of your data is protected by access controls, powerful firewalls, state-of-the-art encryption technology and redundant fail-over systems. Password policies can be set to match the requirements of your own internal security policy.

With Cloud Portal Office your data is always safe and secure. Your business administrator can set, change and revoke access permissions by user or by workgroup in a matter of moments, sharing as much or as little information as you deem appropriate. Cloud Portal Office puts the business in control of its information assets.



SCAN DOCUMENTS TO  
CLOUD PORTAL OFFICE  
FROM A SHARP MFP.

\* May not apply with fixed term contracts. Check for details.



# Inspiration can happen anywhere /This is Why Cloud Portal Office goes with you everywhere.

Cloud Portal Office not only brings speed and efficiency to document capture and archiving, but you can also synchronise Cloud Portal Office to your desktop. This feature makes sure that you will always be working on the most up to date version of your documents even when you switch between your main PC, your laptop and your home computer.

### Efficient teamwork and collaboration

Cloud Portal Office's collaboration and notification features ensure all groups or departments within an organisation's structure, communicate efficiently and effectively.

You can subscribe to file and folder notifications, for example, so that you are always informed of the latest version of – or change to – a document. You can also add your own notes to files and folders to sign off projects, contribute new information, and to make change requests. Notifications and notes can also be used to create light document workflows for use within specific departments or interoffice project groups.

### Easy file sharing

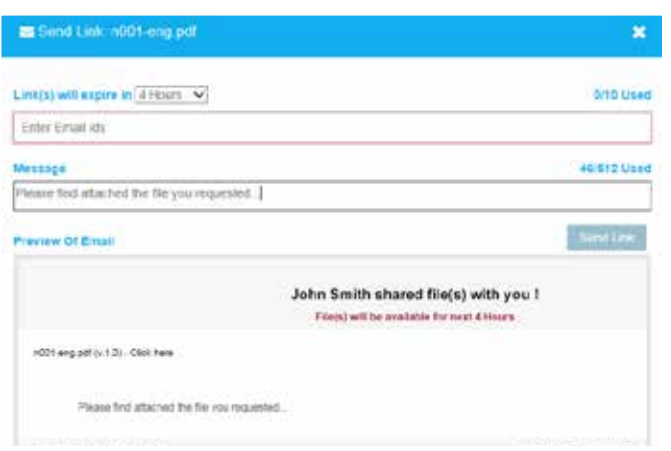
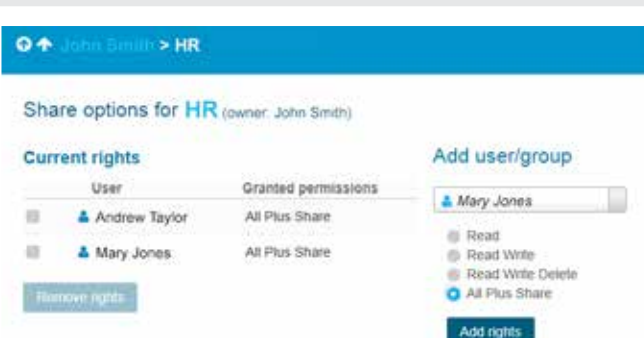
When there's a need to share content with others, you can give each person or group 'read/write' or 'read only' access. You remain in control at all times and it's easy to keep track of what you've shared, with who, and what permissions you've set.

If you have files that are too large to email, simply use Cloud Portal Office's 'Send Link' feature - from the Cloud Portal Office website or from your mobile device - to share information with Cloud Portal Office users and external recipients.

### Effortless control

As soon as you load the home page you're in total control. Various zones can be expanded or collapsed for convenient access to your document and folders, those authored by your colleagues, all documents that you've shared and any file that needs indexing.

You can also keep track of links to files that you've sent to third parties, and manage their expiry dates. With Cloud Portal Office, sharing is easy.



COLLABORATION AND NOTIFICATION FEATURES THAT IMPROVE ORGANISATIONAL EFFICIENCY.

# Connected teams are stronger teams /This is Why your business needs Cloud Portal Office.

These days, we all use tablets and smartphones, even if we have laptops. They're so much more portable and convenient. At Sharp, we believe that these devices should be integrated with the wider document management and collaboration infrastructure to maximise the efficiency of mobile workers.

### Enabling the mobile workforce

There's no need to stay in the office to keep in touch. It's easy to contribute your ideas wherever inspiration strikes: at home, on the road, from your hotel – anywhere.

You can access, upload, download, manage and print files from your phone or tablet; create new folders, collaborate and share. Cloud Portal Office lets you take your team with you wherever you go, reducing the time and cost of travelling to meetings. All you need is a connection to the internet and a web-enabled device.

A standardised interface for mobile workers gives everyone a familiar experience regardless of which platform they're using. And you can even set up temporary guest accounts – perhaps for working more closely with a customer or supplier – making Cloud Portal Office available to a wider audience.

Back in the office, you can access the cloud directly from your Sharp OSA enabled MFP\*. If you want the latest version of a file, for example, just walk up, log on, browse and print. It's all there, ready and waiting.



\* The MFP must be enabled with Sharp OSA 4.0 or above

# Specifications

## General

**Access options** Web browser (PC/Mac), Mobile Device (iOS/Android), MFP front panel, BIG PAD (with/without PenSoft Software), Desktop Sync Software

**Maximum number of connected devices** No limit for MFPs, BIG PADs, Mobile Devices, PCs (via browser)  
3 Desktop Sync clients per subscription

**Network speed incl. ADSL/Broadband (Mbps)** 5 (minimum)  
10+ (recommended)

**Upload file size (Max)**  
Browser 300 MB  
Mobile app 300 MB  
MFP scan/Print app 250 MB  
BIG PAD/PenSoft 300 MB  
Desktop sync 2 GB

**Download file size (Max)**  
Browser 2 GB  
Mobile app 300 MB  
MFP scan/Print app 250 MB  
BIG PAD/PenSoft 300 MB  
Desktop sync 2 GB

## Supported Operating Systems

**Windows® PC**  
Windows 7/8.1/10 (32 & 64 bit) Internet Explorer (v10 or later)  
Firefox  
Chrome

**Mac**  
OS X (10.7 or later) Safari (6.0.2 or later)  
Firefox  
Chrome

**Mobile device** Apple iOS 8/9/10  
Android 5.0 (or later) for smartphones and tablets

**Desktop sync** Windows 7/8.1/10 (32 & 64 bit)  
OS X 10.8 (or later)

## Security

**File encryption** Automatic encryption of all uploaded documents  
128 or 256 AES encryption

**Secure document transmission**  
MFPs TLS v1.0 AES256-SHA  
Android apps TLS v1.2 AES256  
Apple apps TLS v1.2 AES256  
BIG PAD connector TLS v1.2 AES256  
PC/Mac Subject to user PC/Mac browser capabilities

## Supported MFPs

Sharp OSA 4.0 (or later) enabled cloud capable MFP

MX-AMX2

PostScript support (for printing PDFs)

## Print support at the MFP

**File formats** PDF, TIFF, JPEG, XPS

**Colour mode** Auto

**Print copies (Max)** 999

**Paper size** A4, A3, Auto, Legal

**Orientation** Portrait, landscape

**Fit to paper size** On

**Double sided printing** 1-sided, 2-sided (book), 2-sided (tablet)

**Staple** Yes

**Punch** Yes

**Offset** Yes

**Collate** Group, sort

## Scan support at the MFP

**File formats** PDF, TIFF, JPEG, Encrypted PDF, PDF/A, XPS

**Scan preview** Yes (10.1" panels and above)

**Name file option** Yes

**Scan resolution (dpi)** 100, 150, 200, 300, 400, 600

**B/W compression** None, MH, MMR, JPEG colour compression ratio default will be "medium"

**PDF password entry option** Yes (if encrypted PDF file type selected)

**Send size** Auto, A4, A3, A5

**Double-sided scanning** 1-sided, 2-sided

**Exposure mode** Text, text-print-photo, print photo, photo, map

**Exposure level** 0 (Auto), 1, 2, 3, 4, 5

**Job build option** Yes

**Blank page skip** Yes

## Supported BIG PADs

BIG PADs launched after March 2013 that support PenSoft Software

Cloud Portal Office BIG PAD connector software is required

PC with Windows 7 (or later) support

## Notes

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# SHARP

Inspiring ideas from technology

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